

Idaho Veterans Affairs Commissioners

Job Description

- Participate in drafting and updating the division's current vision and mission statements

The Commission chairman, or a representative from the Commission, should be involved in developing the Division's vision and mission statement. Each individual Commissioner should fully understand and support the Division's vision and mission and take an active role in promoting it with their veterans' constituency.

- Recommend to the Governor, as appropriate, candidates for Division Administrator

The Commission should review and agree on the Division Administrator's job description and participate in a careful search process to find the most qualified individuals to recommend to the governor for appointment to the position, as necessary.

- Support the Division Administrator and review, in an ongoing fashion, his or her performance

The Commission should ensure that the Division Administrator has the moral and professional support he or she needs to further the vision, mission and goals of the Division. The Commission may meet with the Division Administrator in executive session whenever they have concerns relative to his performance.

- Review and endorse Division goals

As stewards of the Division, the Commission should assume an active role in reviewing, approving and implementing Division goals and objectives.

- Ensure adequate resources

One of the Commission's foremost responsibilities is to assure that sufficient resources are available for the Division to fulfill its mission. The Commission should work in partnership with the Division Administrator and his/her staff to convince the legislature and the governor's office to adequately fund the Division.

- Manage resources effectively

In order to remain accountable to its constituents, the Governor and the general public, the Commission should review the Division's annual budget and ensure that proper financial controls are in place.

- Monitor the Division's programs and services

The Commission's role in this area is to effectively monitor Division programs to make certain they are meeting the needs of the constituency they are intended to serve. When the Commission members agree that a program is no longer consistent with the Division's mission, they should advise the Division Administrator of their concern.

- Enhance the Division's public image

One of the Division's primary links to the community, including constituents, the public, and the media, is through the Commission. Clearly articulating the division's mission, accomplishments, and goals to the public, as well as garnering support from members of the community, are important elements of a comprehensive public relations strategy.

- Serve as a court of appeal

Except in the direst of circumstances, the Commission serves as a court of appeal for those individuals to which the Division provides services. Unambiguous rules, policies and procedures, as well as a clear delegation to the Division Administrator for managing the Division's operations, should reduce the risk of conflict.

- Assess its own performance

By evaluating its performance in fulfilling its responsibilities, the Commission can recognize its achievements and reach consensus on which areas need to be improved. Discussing the results of a self-assessment at an annual retreat may assist in developing long-range plans.

- Comply with Idaho Code requirements as indicated below:

Advise the Division Administrator on utilization of moneys from the Veterans Cemetery Maintenance Fund for the purposes of operating and maintaining a State Veterans Cemetery (65-107).

Determine if the Division is providing care and financial relief and assistance, under division rules, as reasonably required by disabled or destitute servicemen and servicewomen and their dependents (65-202).

Authorize the Division Administrator to prescribe the qualifications of all personnel on a nonpartisan merit basis in accordance with the Idaho personnel system law for employment of personnel in Veterans Homes (65-202).

Assure that aid or assistance provided to any honorably discharged veteran or his or her dependents is not duplicated in any manner by any other agency or organization and, if such aid is duplicated, then deny rendering of such aid (65-203).

Advise the Administrator of the Division of Veterans Services in the adoption of rules and employ such assistants as it may deem advisable (65-204).

Appoint the administrator of the Division of Veterans Services as executive secretary, if desired (65-204).

Certify to the State Board of Examiners all sums to be expended by the Commission in carrying out the purposes of chapter 2, title 65, Idaho Code (65-205).

Advise the Division Administrator in the establishment of appropriate admissions criteria for the Veterans Homes (66-907).

Advise the Division Administrator in the establishment of charges for residence in the Veterans Homes in those cases where residents have available resources for this purpose (66-907).

Advise the Division Administrator in the administration of the provisions of chapter 2, title 65, Idaho Code, and chapter 9, title 66, Idaho Code (67-2601).